

**POSTING NUMBER:** HR19-0008 **ISSUE DATE:** February 19, 2019 TITLE: Secretarial Assistant 1 (NS) **CLOSING DATE:** March 5, 2019 **DIVISION / OFFICE /UNIT: Fire Safety, Director's Office SALARY RANGE:** A20: \$51,253.67 - \$72,476.48 LOCATION: 101 S. Broad St. Trenton NJ 7<sup>th</sup> Fl **NUMBER OF POSITIONS: OPEN TO:** Department-Wide (Department of Community Affairs Employees ONLY) All Departments/Agencies (State Employees with permanent status ONLY) General Public and/or State Employees

## **DESCRIPTION OF MAJOR DUTIES:**

Secretary to the Division Director. Answers telephone calls, takes messages and transfers calls. Maintains Director's calendar. Organize assigned work and develop effective work methods. Review, sort and route incoming correspondence; handle matters of a confidential nature. Schedule meetings, sets up conference calls and makes appointments. Prepares agendas, takes meeting minutes and prepares reports for distribution. Ensure files are prepared for meetings, types the more difficult and complexed correspondence and reports of a confidential nature; distributes and mails out correspondence. Establish and maintain Director's office files; order supplies and maintain inventory. Acts as Epar Coordinator, responsible for inputting and tracking in CorLog. Assists Personnel Coordinator as needed. Maintains various Division contact information lists. Proficient in current version of Microsoft Office Suite.

## **REQUIREMENTS**

## (APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

## **EXPERIENCE:**

Five (5) years of experience in secretarial and administrative clerical work.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than
employee mobility, is necessary to perform essential duties of the position.

A promotable eligible exists within the unit scope.
A promotional list exists within the unit scope.
An open competitive list exists.

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

> New Jersey Department of Community Affairs Office of Human Resources HR19-0008 101 South Broad Street PO Box 800 Trenton, New Jersey 08625

Resumes may be emailed to: <a href="mailto:resume1@dca.nj.gov">resume1@dca.nj.gov</a>

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer

Revised: March 2018